

Grievance Form

Use this form to file a grievance pursuant to Chapter 16 of the District Personnel Manual. An overview of the grievance process and filing instructions can be found on the next page.

Grievant Information

Full Name: _____
Last *First* *M.I.*

Email Address: _____
E-mail Address

Phone Number: _____
Work Phone *Personal Phone*

Agency: _____ Employee ID: _____

Alleged Violation(s)

What provision(s) of the District Personnel Manual, or other laws or regulations, have been violated?

Alleged Violations

Background

What happened? Provide a concise narrative, including dates, that establishes the alleged violation(s).

Factual Statement

Relief

What relief are you seeking? Please be specific in how you would like your grievance resolved.

Relief Requested

Employee Certification

I certify that the information provided in this document is true and accurate. In addition, I understand that the making of a false statement on this document is a violation of law and subject to criminal penalties.

Employee Signature

Date

Acknowledgment of Receipt

If delivered in person, you may have the official you serve acknowledge receipt by signing below.

Agency Official's Signature

Date

Printed Name / Title

Grievance Process

The grievance process is a method of addressing concerns and disputes concerning your employment or application for employment with the District of Columbia government. The grievance process is outlined below.

File	Submit this form to an official who has the authority to resolve your dispute. Usually this will be one of your supervising officials.
Discuss	After receiving your grievance, the official will schedule a time to discuss your concerns with you.
Mediate	If you choose, you may request that all parties sit down and attempt to find a mutually acceptable resolution to your grievance.
Investigate	If warranted, the official handling your grievance will investigate the grievance. This might involve interviewing additional people.
Resolve	<p>You will receive a written resolution to your grievance.</p> <p>A grievance may be “sustained,” in which case, the official will specify the remedy to be applied.</p> <p>A grievance may also be “denied,” which means the complaint could not be substantiated.</p> <p>Depending on the complexity of the grievance, a resolution should be provided to you within 45 days. But, it could take longer.</p>

Filing Instructions

Grievances must be in writing and filed with the appropriate official.

1. Complete this form. Be concise, but include sufficient detail so that your concerns/complaints are easily understood and the relief you are seeking is clear.
2. Submit the completed form to an official who has the authority to provide you the relief you are seeking. The official may be your immediate supervisor, a division head, an agency head and, in some cases, could be the Department of Human Resources. You should have the official to whom you provide this form sign under the “Acknowledgment of Receipt” section.
3. **If you submit this form to the Department of Human Resources (DCHR),** DCHR will review your submission and, if appropriate, your grievance will be referred to a more appropriate agency. If this happens, you will be notified.